

## WAREHOUSE LEADWORKER

**PURPOSE:** Coordinate and direct a public works (water and gas, sewer, street and park maintenance) warehouse facility and inventory control management program for the Department of Public Works and Utilities.

### FUNCTIONAL AREAS:

1. Coordinate and direct warehouse activities.
  - \* A. Establish operational procedures for and supervise the receipt, storage, issue, and return of supplies, materials, and equipment.
  - \* B. Plan layout of warehouse, considering turnover, size, weight, and related factors of the items stored.
  - \* C. Operate a forklift, boom truck, front-end loader, and other equipment in order to unload trucks, and move and store materials and supplies.
  - \* D. Advise employees on the care and preservation of items received and stored, methods and use of equipment in handling, storing, and maintaining stock, and related problems.
  - \* E. Protect stock from destruction, abuse, fire, and theft.
  - \* F. Inspect stock received or repaired to verify conformance to specifications prior to authorizing payment.
  - \* G. Maintain computerized record systems providing information on quantity and prices of supplies and equipment received.
  - \* H. Supervise the repair and maintenance of various tools and equipment.
  - \* I. Direct the salvage and reclaiming of spare parts and construction materials.
2. Organize and direct the activities of assigned personnel
  - \* A. Determine priorities, assign work, and coordinate schedules of assigned personnel.
  - \* B. Assist in the hiring, transfer, suspension, or discharge of assigned personnel.
  - \* C. Establish work standards and complete employee evaluations.
  - \* D. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
  - \* E. Train personnel in correct and safe methods and procedures necessary to accomplish their work.
  - \* F. Recommend adjustments or other actions in employee grievances.
  - \* G. Disseminate information to employees through bulletins and other means of communication.
3. Provide assistance to engineers, supervisors, and others in determining standards and specifications.
  - \* A. Inspect engineering drawings, blueprints, orders, and other documentation to ensure compliance with standards and specifications for materials used in the field.
  - \* B. Apply OSHA requirements in selecting material and equipment.
  - \* C. Evaluate and recommend purchase of new products that will improve departmental

- operations.
  - \* D. Instruct employees on the proper use of new products, tools, and equipment; and on the correct methods of installing materials.
4. Act as liaison between the Utility and Public Works Department and Purchasing Division.
- \* A. Determine and requisition materials based on past history and engineering forecasts.
  - \* B. Review bid results and recommend action to the Purchasing Division.
  - C. Collaborate with the Purchasing Division to expedite purchase orders.
  - \* D. Maintain a computerized filing system of material requisitions.
  - \* E. Review records and forecast material needs to maintain adequate stock levels.

## JOB REQUIREMENTS

### Education/Experience & License Requirements:

- ▼ A. Three (3) years of verifiable experience in a utility (water or gas or sewer) warehouse facility performing inventory control and storage of materials and supplies.
- ▼ B. Possession of a valid Minnesota driver's license or privilege by date of employment and thereafter.
- ▼ C. Possession of forklift certification.

### Knowledge and Skill Requirements:

- ▼ A. Extensive knowledge and skill in materials management and inventory control methods and procedures.
- ▼ B. Extensive knowledge and skill in procurement policies and shipping and receiving practices.
- ▼ C. Knowledge of methods, equipment, and materials used in water and gas, sewer, and storm water distribution plumbing and pipefitting.
- ▼ D. Knowledge of the operation of pumps, compressors, threading, and tapping machines, fittings, valves, and governors used in water and gas, sewer, and stormwater distribution systems.
- ▼ E. Knowledge of applicable safety precautions for handling hazardous and flammable materials.
- ▼ F. Knowledge of applicable federal and state occupational safety and health standards such as the Minnesota Office of Pipeline Safety regulations, and Minnesota Department of Transportation traffic control regulations.
- ▼ G. Knowledge of the proper storage procedures and operations of self-contained breathing apparatus airpicks and bottles.
- ▼ H. Knowledge and skill in running computer applications used in materials management and inventory control.
- ▼ I. Knowledge and skill in operating forklifts, boomtrucks, and front-end loaders.

- ▼ J. Skill in reading and understanding engineering blueprints and specifications for materials or equipment.
- ▼ K. Skill in using hand tools and power tools including: pipe wrenches, abrasive saw, pipecutters, power hack saw, travel cutter, pallet lift, and hand tools.

Ability Requirements:

- ▼ A. Ability to maintain accurate records and prepare reports.
- ▼ B. Ability to read, write, and perform accurate mathematical calculations.
- ▼ C. Ability to train and supervise subordinates.
- ▼ D. Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, and the general public.
- ▼ E. Ability to repair pneumatic and hydraulic tools.
- ▼ F. Ability to train others on the use and storage of equipment, tools, and materials.
- ▼ G. Ability to read blueprints.
- ▼ H. Ability to work outdoors year round in a variety of weather conditions.
- ▼ I. Ability to work in a noisy environment.
- ▼ J. Ability to occasionally pull, stoop, and reach when storing or retrieving supplies.
- ▼ K. Ability to attend work on a regular basis.
- ▼ L. Ability to frequently lift and carry materials and supplies weighing up to 50 pounds, and to regularly lift and carry objects such as jackhammers, bags of cement, and boxes of pipefittings weighing up to 100 pounds; ability to lift and carry with others objects such as pumps and generators weighing up to 150 pounds.

\* Essential duties of the job

▼ Job requirements necessary on the first day of work

Anlst: JG	Date:
Union: Basic	Pay:
CSB: 19991004	Class:
CC: 19991025	Res: 99-0738R